

# RIDE Career and Technical Education:

## New Program Application Guide

*Objective: Expand student access to quality careers by opening new career and technical education programs.*

Rhode Island Department of Education  
Office of College and Career Readiness

*Release Date: September 17, 2019*

*Due Date: October 29, 2019*



**RIDE** Rhode Island  
Department  
of Education

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# Background

## CTE in Rhode Island

The Rhode Island Department of Education (RIDE) is committed to building career pathways for all Rhode Island students. RIDE aims to significantly expand career and technical education (CTE) in the state, as a part of Prepare Rhode Island (PrepareRI). PrepareRI is a statewide initiative that unites many partners — including Rhode Island government, private industry leaders, the public education system, universities, and non-profits — around a common strategic plan to improve youth career readiness. PrepareRI aims to close the gap between what students learn in school and what they need for high-demand jobs. The initiative was built on the belief that all young people, regardless of their previous background or intended career, will need some form of postsecondary credential and practical work experience to be successful. RIDE-approved CTE programs play a critical role in this effort. PrepareRI's goals are:

- All career CTE programs will be aligned to Rhode Island's **high-skill, high-demand career fields**
- All high school students will **graduate with college credit or an industry credential**
- All high school students will have access to a meaningful **work-based learning** experience, such as an internship or an industry project in a relevant career field
- All students will have **career awareness and exploration opportunities** beginning in elementary and middle school, and **individualized learning plans** based on their unique strengths and interests

In an effort to continue to ensure high quality career CTE programming for all RI students, RIDE is releasing a CTE program approval process during the fall of 2019 for programs to open in the 2020-21 school year. These programs, designed to prepare students for careers after high school, may be proposed by any public high school in the state and can be accessed by all Rhode Island students regardless of their home districts. Further, approved programs in industries defined as high-skill, high-growth are eligible for state CTE categorical funding.

To learn more about PrepareRI, visit [www.prepare-ri.org](http://www.prepare-ri.org).

To learn more about CTE in Rhode Island, visit [www.ride.ri.gov/cte](http://www.ride.ri.gov/cte).



## Application Requirements

CTE in Rhode Island is governed by three sets of requirements, all of which are accessible on [RIDE's CTE website](#):

- Career field industry standards established by the Career and Technical Education Board of Trustees (CTE Board);
- RIDE CTE regulations passed in 2012; and,
- Governor's Workforce Board (GWB) Work-Based Learning Guidance.

## Application Overview & Timeline

### Timeline

Date	Application Step	Additional Notes
September 16, 2019	Intent to Apply form released	The <a href="#">Intent to Apply form</a> is a short, simple form that helps RIDE gauge the number of applications expected. This form is due 9/27. Guide on the new program application (i.e., this document) is released.
	New Program Application Guide released	
September 27, 2019	Intent to Apply form due	Applications must be completed online, using the <a href="#">online platform</a> .
	Online application released	
<b>October 29, 2019</b>	<b>Online application due</b>	<b>All programs must submit applications by 10/29. The application includes questions and supporting evidence. Any applications submitted after this deadline will not be considered.</b>
November 6-19, 2019	Stakeholder interviews, as needed	The RIDE CTE program approval team will conduct interviews with applicants, as needed.
December 6, 2019	CTE Board Presentation	RIDE will present program approval recommendations to the CTE Board for a vote on approval.
December 20, 2019	Approval notifications	Following the CTE Board meeting, RIDE will make final approval decisions and provide all programs with formal notification of their approval status in December.

Programs approved during this academic year (2019-20) may open the following school year (2020-21).



## Submission Method

All application materials can be found on RIDE's CTE page: [www.ride.ri.gov/cte](http://www.ride.ri.gov/cte).

RIDE uses an online platform called SurveyMonkey Apply (formerly FluidReview) for the CTE program approval process. The online application can be found here:

<https://RIDECTEProgramApproval.smapply.org/>

For technical questions with the platform, please see SurveyMonkey Apply's [help page](#). If there are questions that you are unable to find in that catalog, please contact RIDE at

[CTEProgramApproval@ride.ri.gov](mailto:CTEProgramApproval@ride.ri.gov)

## RIDE Review and Evaluation

RIDE will evaluate the submitted applications against the CTE Regulations, CTE Board Standards, and the GWB WBL Guidance for program requirements related to student expectations related to work, training, and education preparedness. This review process will include a desk review, as well as stakeholder interviews as needed. If a site visit is required, the RIDE review team will work with each applicant team to schedule the site visit as early as possible. RIDE will send the school feedback from the initial review before any interview or site visit.

## Approval

Programs that meet all requirements as determined in this process will be presented to the CTE Board during its meeting on December 6, 2019 for review and approval. RIDE will make final approval decisions and provide formal notification to programs by December 20, 2019. Program approval will be for a term of up to five years.

## Reporting & Accountability

Programs are required to submit information on an annual basis regarding student participation and outcomes. Renewal of program approvals will be made in consideration of the data provided through this program accountability system.



# Application Components

The following is a list of questions and requirements for the CTE Program Approval application. This is designed to help program prepare answers for the online application system. However, **all answers must be submitted through the online system, not on this document.** RIDE may make some alterations to these questions for the online application, so please review the online application carefully before submitting.

## Part 1: Contact Information

This section collects school and program contact information.

### Questions:

1. School Name
2. District Name
3. Local Program Name
4. Career field and industry sector from CTE Board Industry Standards
5. New or Existing Program (if existing, first year of program)
6. Name of primary contact for application
7. Name of principal and superintendent
8. Name of staff member(s) who will be attending statewide CTE Advisory Board meetings

## Part 2: Program Design

This section asks about how all students in the program gain the credits, credentials, and additional requirements for the career field as established by the CTE Board of Trustees, the course sequence, and any existing or potential alignment between the CTE program, instructor experience, and the school's proficiency-based graduation assessment.

Courses that are externally-validated (Advanced Placement, concurrent enrollment, nationally accredited curriculum, or International Baccalaureate) have an abridged form. There are additional questions that must be answered for locally-developed courses.

### Questions

1. Which CTE Board recognized credential(s) do students earn in your program? (This is the credential that will be used for public reporting and accountability for CTE program report cards.)
2. If there are multiple culminating credentials that students can earn, please explain in what circumstances they would earn each one.
3. Briefly explain how students in your program are required to meet the "additional requirements" column of the CTE Board Standards, if applicable. Identify the page number and section where we can find this information in your attached evidence.
4. Course Information
  - a. Course name

- b. State course ID
  - c. Required for students in the program?
  - d. Credit type (core content or elective)
  - e. Locally developed or externally validated
    - i. “Externally validated” includes the following courses: Advanced Placement, concurrent enrollment, nationally accredited curriculum (see list on RIDE’s website), or International Baccalaureate
  - f. Educator name
  - g. Educator certification area
  - h. Educator certification number
5. Please identify which industry groups or outside experts were involved in the development of the program’s course sequence and curriculum, and how their feedback was incorporated.
  6. Please provide rough estimates for the number of students, both in-district and out-of-district, you expect to serve in your program during the five-year approval period.
  7. What is the anticipated annual entry-level salary of a student who enters the career field this program is in? Identify the source of this information: CTE Board Standards, the [RI Department of Labor and Training website](#), or another source.
  8. Please explain how you integrate academic, technical, and employability skills in the curriculum. Please explain how you are teaching/assessing employability skills and/or if you are using an employability skills curriculum.
  9. Does this program have any formal partnerships with a postsecondary institution? If so, does this relationship provide articulated credit or transcribed credit?
  10. Does this program partner with a Career and Technical Student Organization (CTSO)? If so, please identify.
  11. Does this program have any partnership with feeder middle schools? If so, please describe the partnership and how it helps prepare students for this program.
  12. For each locally-developed course (externally-validated courses can skip these questions):
    - a. Summarize the topics covered in the course, major projects or associated work-based learning activities in the course, and the organization of units/topics in the course. Explain how the course meets state academic standards and skills.
    - b. In designing the curriculum, how did you ensure it is teaching the skills and content required by actual employers in the industry? How did you determine that your course was at the proper level of rigor? How do you ensure that passing your course’s assessments prepare students for earning the final credential identified in the CTE Board Standards for the program? Please describe the role any outside experts (advisory boards, industry groups, curriculum organizations, postsecondary institutions, etc.) played in designing the curriculum.
    - c. Describe your approach to data-driven instruction. What are your course goals? How do you assess student progress towards those goals? What types of



assessments do you use, and how often do you give them? How do you use that assessment data to guide instruction? Do you have any regularly-scheduled cycles of analyzing student progress or data?

13. Briefly describe the proficiency-based graduation assessment (PBGA) required of all students at your school, and, (a) explain how students in this program will demonstrate integration of the core content of this CTE in their PBGA; (b) If it is currently not aligned, please share future plans for alignment; or, (c) If there are no plans to align, please provide a rationale.

### Required evidence

1. Policy document making it clear that all students in that CTE program must meet the additional requirements included in the CTE Board Standards.
2. Policy document making it clear that all students in that CTE program must earn the CTE credential outlined above contracts with assessment providers, transcribed credit, articulation agreements and program budgets that reflect the exam fee will be covered.
3. Copy of course catalog, syllabus, etc. which demonstrate students need to complete the full sequence.
4. Two industry letters from employers, on employer letterhead, indicating that the industry representative was consulted in the development of the program's course sequence and curriculum review and endorses the program as providing students with the skills needed for their industry.
5. Information/summary of school Proficiency Based Graduation Assessment. This may be a copy of the assignment, a description of requirements, etc.
6. School schedule.

### Optional evidence

1. Documentation of relevant meaningful industry experiences within the last 5 years (such as an educator externship).
2. Illustrative examples (no more than three) of high-quality PD that demonstrate instructor commitment to remaining current in academic and technical skills.
3. Relevant credentials, certificates and endorsement.

## **Part 3: Work-Based Learning**

This section asks for information about work-based learning activities as defined by the Governor's Workforce Board. Applicants will describe how students will have high quality WBL experiences throughout their participation in the CTE program, including meeting the requirement of 80 hours in a given WBL activity aligned to the CTE program career field.

### Questions

1. Basic information:
  - a. Activity name





- b. Type (one of five from GWB)
  - c. Current or planned
  - d. Required?
  - e. Associated course for credit
  - f. Grade level
  - g. Employer partner
  - h. Paid?
  - i. Count towards 80 hours?
- 2. How do you ensure all students complete the minimum WBL requirements?
- 3. Which data system(s) will you use to track student participation in work-based learning, beyond what will be collected through annual reporting through RIDE's eRIDE system?
- 4. For each activity:
  - a. Brief description
  - b. What technical skills should students gain as a result of this project? How will you measure them?
  - c. What employability skills should students gain as a result of this project? How will you measure them?
  - d. What academic skills should students gain as a result of this project? How will you measure them?
  - e. Describe the final presentation component of this WBL activity: What are the student expectations? What is the format? Who is the audience?
  - f. What strategies will you use to ensure that the WBL activity meaningfully connects to coursework and builds on knowledge or skills from the coursework? Describe the pre- or post-activity coursework associated with the activity.
  - g. What core responsibilities will the school hold the employer to?

### Required evidence

- 1. Documentation that students are required to engage in this work-based learning experience (e.g. CTE program syllabus, course document, etc.)
- 2. Sample form, data export, etc. from that data system.
- 3. Demonstration of relationship with employer (MOA, letter from employer, etc.)
- 4. One or more of the following:
  - a. Syllabus, description of the WBL activity, etc.
  - b. Rubric used to evaluate the activity
  - c. Certificate of approval of the apprenticeship by the Rhode Island Apprenticeship Council (required for apprenticeships)

### Optional evidence

- 1. Additional evidence related to this WBL activity, such as sample student work.
- 2. Evidence related to the final WBL presentation, such as the presentation description or prompt.

## Part 4: Operations

This section addresses: program technology, facilities, safety, governance, data, and program evaluation.

### Questions

1. How will your program ensure equal access for all students, regardless of race, sex, poverty status, language, or disability? Be specific about your plan. Cite evidence of prior successes at addressing equity gaps at your school.
2. Briefly explain how you will ensure the safety of all students participating in the program. This includes safety procedures for any potentially dangerous materials or equipment that may occur at school or during a work-based learning experience.
3. Have there been any injuries to students or staff in your program in the past five years? If so, please explain.
4. Describe how the school/LEA provides access for students to adequate and appropriate facilities, equipment, and supplies. Describe how the school/LEA ensures that facilities and equipment used for instructional or training purposes involve up-to-date technology and meet current business and industry standards. Describe how industry has input into the technology that is selected/used in this program.
5. Describe how the program will ensure students have access to the system of supports and services described in state statutes and regulations. Such systems should include providing students the opportunity to engage in goal-setting and planning that supports their academic, career, and personal/social goals and individual needs.
6. Programs must have a representative attend the statewide industry advisory for the program's career field. Identify which advisory your faculty/administrators will attend, and who from your school will attend.
7. Will your school have a local advisory board in addition to the state board? If so, identify the members of that board.
8. Describe how the LEA/school will reflect the community and be representative of key stakeholders.

### Required evidence

1. Published copies of admissions policy and procedure, application forms, appeals process and enrollment policy.
2. Sample application forms and acceptance and/or denial letters in the major language(s) spoken by student population.
3. Please include the following evidence of most recent facilities inspection.
4. Must include one of the following:
  - a. Evidence of any facility tours from statewide advisory participation or an industry representative and their approval of the facilities



- b. Current documentation that facilities and equipment are accessible for all students and comply with industry standards
  - c. Documentation of the most recent investments in capital improvements, equipment, and technology
- 5. Please attach at least one of the following:
  - a. Documentation that the program has integrated supports from guidance and advisory
  - b. Evidence that planning and goal setting is integrated into lessons and/or the program
  - c. Evidence of counseling, advising, and planning services provided regularly for the student throughout the program of study
- 6. Please attach at least one of the following:
  - a. Proposed school calendar of program-related events
  - b. Proposed opportunities for parent involvement
  - c. Other documentation that established partnerships are reflective of the community and/or region.
- 7. Documentation of an industry or advisory board routinely assessing the program, including a list of membership (formal agendas, sample meeting minutes)
- 8. For existing programs:
  - a. Current enrollment percentages of students with IEPs and English Language Learners.
  - b. At least one of the following:
    - i. School calendar of program-related events
    - ii. Data on students being employed or interning with local or regional businesses
    - iii. Opportunities for parent involvement
    - iv. Other documentation that established partnerships are reflective of the community and/or region.

### Optional evidence

- 1. You may add additional evidence, such as recruitment efforts across diverse student populations.
- 2. History of maintenance and replacement for major equipment and a schedule to continue doing so in the future
- 3. Ratio of students to work stations and, as applicable, documentation that the ratio is in line with industry standards
- 4. Documentation that students' ILP and postsecondary planning reflect their pursuit of technical training
- 5. Documentation that demonstrates the degree to which counselors have awareness and knowledge of the program

## Part 5: Signatures

You will be asked to upload the following form signed by the principal and superintendent: The proposed program design adheres to the requirements outlined in the application.

The LEA will be responsible for the following:

- Ensure all students have the opportunity to participate in career exploration activities;
- Provide all eligible students the opportunity to enroll in an approved career preparation program;
- Provide a spectrum of career and college counseling services that include career awareness and exploration activities;
- Provide students and families with accurate information about the availability of approved career preparation programs and students' rights to apply and enroll;
- Provide students and families an appeal process in cases where students do not gain access to a career preparation program;
- Meet the career preparation program standards and participate in the state-managed quality assurance process;
- Collect and report accurate and timely CTE data, including Program Accountability metrics;
- Manage CTE-designated funding in accordance with state and federal regulations;
- Adhere to RIDE-published cost guidelines in accordance with section 7.0 of the RI CTE Regulations; and
- Engage and partner with businesses industry, higher education, and postsecondary training programs to improve student performance outcomes.

## Resources

Please visit RIDE's [CTE Program Review and Approval Materials](#) page for the following resources related to CTE program approval:

Resource	Resource Description
CTE Regulations	RIDE CTE Regulations adopted in 2012
CTE Board of Trustees Standards	Industry-specific standards approved by the CTE Board of Trustees. There is a both a complete list and summary sheet available.
Governor's Workforce Board WBL Guidance	Standards and Guidance from the Governor's Workforce Board regarding required high quality WBL.
CTE Approval Rubrics	These rubrics will guide the RIDE team's evaluation of submitted applications.
CTE Teacher Certification Areas	This table crosswalks RIDE's teacher certification areas to CTE career fields.

